

CONFIDENTIAL

Case File.
ORR

Assistant for Special Projects, ORR

15 February 1961

Chief, Records Management Staff

Request for Shelf Filing

1. Attached is a scale drawing of the ORR/GG Library area showing the placement of the proposed thirty-four tiers of steel shelving. Also attached is a listing of the required pieces of shelf filing equipment.

2. This installation will complete the proposed shelf filing projects in ORR/GG. On 24 January we forwarded our proposal for shelf files in the "Project Vault" area.

3. It is estimated that the cost of steel shelving and a step ladder for the library area will approximate \$1900.00. When received this shelving will permit the return to stock of about 120 pieces of varied wooden book case sections.

4. Upon receipt of your concurrence of this proposal, we will prepare the specification papers required for the purchase of the listed equipment.



25X1

4/15/61

Attachments:

1. Lists of equipment (2)
2. Scale drawings (2)

Distribution:

Original and 2 - Addressee
1 - RMS

Mgt/S/RMS/RS&DB

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CONCURRENCE

DATE